

<b>REASON FOR THIS POSITION</b>						<b>POSITION DESCRIPTION COVER SHEET</b>							
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER									
<b>RECOMMENDED</b>													
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE			
8. WORKING TITLE						9. INCUMBENT <i>(Optional)</i>							
<b>OFFICIAL</b>													
10. TITLE    Purchasing Agent													
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER					
GS	1105		07	MONTH/DAY/YEAR		YES      NO		MS					
				4/22/02									
18. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>													
1st						5th							
2nd						6th							
3rd						7th							
4th						8th							
<b>SUPERVISOR'S CERTIFICATION</b>													
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.													
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature				23. Date			
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title							
<b>FACTOR EVALUATION SYSTEM</b>													
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS			
1. Knowledge Required		1-4		550		6. Personal Contacts		2		75			
2. Supervisory Controls		2-3		275		7. Purpose of Contacts		B					
3. Guidelines		3-3		275		8. Physical Demands		8-1		5			
4. Complexity		4-3		150		9. Work Environment		9-1		5			
5. Scope and Effect		5-3		150		27. <b>TOTAL POINTS</b>				27. 1485			
PCS for Purchasing Series, GS-1105 (TS-78, 2/69/ TS-122, 3/93)										28. <b>GRADE</b>		28. 07	
<b>CLASSIFICATION CERTIFICATION</b>													
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.													
29. Signature    /S/ MARILYN STETKA								30. Date            4/22/02					
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)													
32. Remarks    FLSA: N						Standard Job#1105-07			33. OPM Certification Number				

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 07	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 1105	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) PURCHSG AGT		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. N=NO Y=Interdis	10. DT. CLASS MO DA YEAR 04 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 07PA									
6. WK. TITLE CD. (4)		7. WK TITLE (38)											
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE												
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02						
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGE 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use			19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other								
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <table border="0"> <tr> <td><b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.</td> <td><b>Maintenance Review Act</b> 5=Desk Audi 6=Sup. Audit 7=Paper Rev.</td> <td><b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.</td> <td>5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade</td> <td colspan="3">9=Other</td> </tr> </table>							<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	<b>Maintenance Review Act</b> 5=Desk Audi 6=Sup. Audit 7=Paper Rev.	<b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade	9=Other		
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23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)							
30. CLASSIFIER'S SIGNATURE			31. DATE										

## 32. REMARKS

Standard Job #1105-7

**A. Major Duties**

Typical, but not all inclusive, duties are illustrated by performance of any combination of the following:

Conducts open-market negotiations for the purchase of highly technical scientific and special purpose test equipment, ADP equipment or services, manufacture of special scientific apparatus and agricultural farm implements, basic engineering or design services, construction, technical and basic professional services, and other supplies and services required to support basic and applied research. Selects contractors and awards contracts up to the delegated small purchase contracting limitation.

Makes competitive or sole source small purchases that involve collecting data to determine price reasonableness for new items, preparing detailed written solicitations, tailoring special terms and conditions, establishing blanket purchase agreements.

Identifies problem areas in specifications or work statements, determines if quotations are responsive, decides if substitutions are acceptable, and determines the final purchasing strategy.

Selects or tailors clauses for purchases that involve special handling such as inspection, acceptance, packaging, shipping, or testing. Determines the best method of transportation for articles ordered depending on urgency of request.

Reviews requisitions for proper nomenclature, minimum requirements, delivery time, and sufficient statement of work. Makes needed corrections and/or calls to the attention of the requestor the error or deficiency. Works closely with program personnel in clarifying needs, preparation of statements of work, and justifications. Submits appropriate recommendations to requisitioners for resolving statement of work deficiencies.

Provides guidance and leadership to location employees holding delegated purchasing authority, including interpretation of Federal, Departmental, and Agency purchasing regulations, policies, and procedures; instruction on the use of PC PURCH, etc.

Negotiates construction contracts using small purchasing authority. Obtains specifications and drawings from A&E agent; puts out bids for construction work; initiates change orders; serves as contact for Contracting Officer's Representative;

conducts pre-work meeting with contractor and COR; initiates Commerce Business Daily ads; works with Small Business Administration; checks GSA's List of Parties Excluded from Federal Procurement and Nonprocurement Programs; and keeps track of construction progress reports and payments.

Arranges and coordinates household moves via actual expense method for current and newly hired employees within the Area. Coordinates pickup, delivery, storage, and final settlement of claims with household goods carriers.

Uses electric typewriter or personal computers and related software to type various correspondence related to the work described above.

**B. Evaluation Factors**

**1. Knowledge Required by the Position** (FLD 1-4: 550 pts.)

Knowledge of Federal, Departmental, and Agency laws, regulations, and policies on procurement, Federal Property Management Regulations, and Federal Travel Regulations in order to make competitive or sole source purchases within delegated authority.

Knowledge of supply sources, both national and local, involved in purchasing, fabrication, or finishing of highly technical research and scientific equipment, services, and supplies.

Knowledge of transportation and shipping methods.

Knowledge of price analysis techniques to evaluate prices or costs and determine reasonableness.

Knowledge of various acquisition clauses to select or tailor clauses for purchases that involve special handling.

Knowledge of post-award procedures to discuss equitable price adjustments for modifications to purchase orders and determine whether to recommend termination of an accepted purchase order.

Knowledge of the Service Contract Act of 1965, Davis Bacon Act and Associated Labor Laws, Walsh Healey Act, and Public Law 95-507.

Skill in written and oral communication.

Skill in operating an electric typewriter or a personal computer, including related software, modems and printers.

**2. Supervisory Controls** (FLD 2-3: 275 pts.)

The incumbent's supervisor assigns work with standing instructions on objectives, priorities, and deadlines. Incumbent carries out daily work assignments independently, seeking guidance in situations of difficult termination actions, claim settlement. Review of work is accomplished by spot checking the appropriateness of decisions and based on feedback from requisitioners.

**3. Guidelines** (FLD 3-3: 275 pts.)

Guidelines such as Federal, Departmental and Agency purchasing laws, regulations, and procedures; Federal Property Management Regulations; Federal Travel Regulations; Public Laws; Comptroller General Decisions; Office of Federal Procurement Policy Letters; and Government Printing and Binding Regulations exist, but are not completely applicable to many of the purchasing requests accomplished because of the unique or complicating nature of the requirements or circumstances. Incumbent uses judgment in interpreting the available guidelines, adapting procedures, and in resolving specific problems, including reviewing detailed non-standardized statements of work for adequacy, developing technical ranking factors for award determinations, or negotiating terminations for convenience or default.

**4. Complexity** (FLD 4-3: 150 pts.)

Incumbent provides procurement support for the assigned program area(s) and exercises considerable initiative, judgment, and originality to meet the objectives of each purchase. Day-to-day independent action is necessary to make the most advantageous procurement by evaluating contractor responsiveness, responsibility, price, delivery dates, discounts, possible substitutes, and transportation and handling charges. Incumbent makes choices, such as whether to meet requirements by ordering against an existing contract or through open market procedures, whether and how to solicit quotes, or what terms and conditions apply.

Incumbent determines appropriate purchase strategy by analyzing a variety of information such as contract specifications, FAR parts, history files, item characteristics, or catalogs.

**5. Scope and Effect** (FLD 5-3: 150 pts.)

The primary purpose of the work is to assure that procurement support is provided to the assigned program area(s). The incumbent purchases services, specialized equipment, supplies, etc., where various commercial and/or specialized requirements must be met, and applies conventional practices to resolve a variety of purchasing problems encountered. The work has a direct impact on the efficiency and timeliness of the research and administrative programs supported and the Agency's retention and exercise of contracting authority.

**6. Personal Contacts** (FLD 2b: 75 pts.)  
**and**

**7. Purpose of Contacts**

Contacts are with clients in the serviced organization, contracting personnel at the Area of Headquarters levels, other Headquarters or Area personnel, sales representatives, and other contracting personnel. Contacts are made to plan and coordinate purchase activities including providing guidance and assistance to requisitioners; preventing, correcting, and resolving delays and misunderstandings; clarifying contract requirements; negotiating prices, delivery dates; and modifying terms.

**8. Physical Demands** (FLD 8-1: 5 pts.)

Work requires some physical effort, such as standing, walking, bending, or sitting. Some travel within the Area may be required as well as occasional trips outside the Area.

**9. Work Environment** (FLD 9-1: 5 pts.)

The majority of the work is performed in an office setting.

**Purchasing Agent**  
**GS-1105-07**

Standard Job #1105-07

**C. Other Considerations (Check if applicable)**

- ☐ Exercises delegated small purchase authority up to \_\_\_\_\_
- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_

TOTAL POINTS: 1485

GRADE CONVERSION: GS-07

September 17, 1996